



## Policy on Controlled Assessments

### **Introduction**

GCSE Controlled Assessments are completed by pupils in Years 11 and 12 in some subjects and the percentage weighting varies from subject to subject. Some are marked by teachers and moderated by exam boards, some are externally marked. In this policy, HoD also includes Subject leaders.

### **Principles**

- Controlled Assessments have the same status as timetabled examinations.
- Controlled Assessments take precedence over any other activities to which pupils may have a commitment.
- Council of Studies will coordinate the timing of Controlled Assessments across subjects and throughout the school year so as to optimise pupil performance in all subjects affected.
- The school will try to ensure that pupil access to other educationally valuable activities is minimally affected by the demands of Controlled Assessments.
- In order to minimise disruption to learning and teaching, pupils will normally NOT be allowed to re-sit Controlled Assessments in which they feel they may have under-performed.

### **Procedures**

- Each department must ensure that its Schemes of Learning take account of the demands of Controlled Assessments.
- The SENDO regulations for external examinations must be in place for all Controlled Assessments. The HoD will use his/her discretion to determine the most appropriate and practicable arrangements for individual pupils.
- Controlled Assessments should normally take place during timetabled lessons and not require cover, unless agreed with the Principal.
- If a Controlled Assessment does not take place when scheduled due to teacher absence, it will be re-organised by the teacher and the department concerned, consulting the Principal beforehand to take account of any whole school impact.
- If an individual pupil is not present for a Controlled Assessment the school must be informed as soon as possible.
- Where a pupil misses a Controlled Assessment due to illness, a supporting letter must be obtained from his GP as a matter of urgency. Failure to present such a letter will result in the pupil not being offered another opportunity to take the Assessment.
- Where a pupil misses a Controlled Assessment for other reasons than illness, a full written explanation from a parent must be presented to the teacher concerned, for adjudication by the relevant HoD and the Principal. The Principal, in consultation with the HoD, will determine if the assessment may be taken. This will NOT normally be the case.
- In the event of alleged malpractice, the School will adhere to regulations outlined in the JCQ document "Suspected Malpractice Policies and Procedures".

### **Responsibilities**

- It is the responsibility of each HoD to familiarise themselves with the CA regulations and procedures relating to their subject and to advise and inform their colleagues about them.
- Each department must draw up its own policy on Controlled Assessments in line with the whole school policy.
- Each department must ensure that it conducts internal standardisation of the marking of all relevant assessments in the prescribed manner.

- Each department must make arrangements for the secure storage of all assessment materials.
- HoDs must ensure that they provide all relevant information to the Examinations Officer when requested to do so and within the prescribed time frame.
- Each individual teacher has personal responsibility for ensuring that their classes are properly prepared for all CAs and that all procedures and practices laid down by the exam board are adhered to.
- If suspected malpractice occurs the HoD should be consulted who will then inform the Principal and Curriculum VP at the earliest convenience.
- Where the teacher is responsible for marking a piece of Controlled Assessment, provisional marks are given to pupils with the proviso the mark may change as a result of internal and external moderation. Pupils also need to be in receipt of these marks in advance of submission to the exam board which gives them the opportunity to appeal the mark awarded. If a pupil requests a review of marking, the Curriculum Vice Principal should be informed immediately. This request should be in writing from the parent. Please see Appendix 1 for the procedures to be followed if a pupil requests a review of marking.
- RBAI will provide a clear deadline for candidates to submit a request for a review of the Centre's marking. Requests will not be accepted after this deadline.
- RBAI will inform the candidate in writing of the outcome of the review of the Centre's marking – as per Appendix 1.

### **Appeals and Complaints**

- In the event of any complaints about the operation of Controlled Assessments, the sequence of contact should be as follows:
  1. Head of Department
  2. Curriculum Vice Principal (Mr Allen)
  3. Principal
- In the event of an Appeal, a piece of Controlled Assessment is an examination and marks are appealed through the relevant exam board. If a pupil wants to appeal the mark awarded by the teacher the procedures in Appendix 1 should be followed. All requests for access to Controlled Assessments should be via the Curriculum Vice Principal; no original Controlled Assessments can leave the school.

### **Communication**

- Parents and pupils will be kept informed of issues relating to Controlled Assessments that affect them.
- Key information relating to Controlled Assessments will be made available on the RBAI website.
- An overview of dates and deadlines will be made available by Mr O'Neill, Head of Key Stage 4.

### **Authentication**

Teachers must confirm that all the work submitted for assessment was completed under the required conditions and that they are satisfied the work is solely that of the individual candidate concerned. If they are unable to do so, the work must not be accepted for assessment.

All teachers must sign the declaration of authentication after the work has been completed. Electronic signatures are acceptable. Failure to sign the authentication statement may delay the processing of the candidate's results. The teacher should be sufficiently aware of the candidate's standard and level of work to be able to identify if the coursework submitted appears to be beyond that candidate's talents. If this is not the case, the teacher with responsibility for that piece of coursework should take steps to ensure they can confidently authenticate candidates' work. This could include candidates completing some work under direct supervision and/or regular discussions with teachers regarding their work. Some direct supervision is necessary to ensure that the coursework submitted can be confidently authenticated as the candidate's own.

Reservations about signing the authentication statements, due to concerns regarding copying/plagiarism (including the use of AI tools) or collusion should be escalated immediately to the

Head of Department who should in turn escalate immediately to the Curriculum Vice-Principal. The following points of guidance should be followed:

- if it is believed that a candidate has received additional assistance and this is acceptable within the guidelines for the relevant specification, the teacher should award a mark which represents the candidate's unaided achievement. The authentication statement must be signed and information given on the relevant form;
- if the teacher is unable to sign the authentication statement of a particular candidate, then the candidate's work cannot be accepted for assessment. A mark of '0' (zero) must be submitted;
- if malpractice is suspected in any of the above scenarios, a member of the senior leadership team must be consulted about the procedure to be followed. (Coursework\_ICC\_25-26\_Final)

For appeals relating to authentication, see Appendix 2.

## Appendix 1

### **Marking**

RBAI is committed to ensuring that whenever its staff mark controlled assessment work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. RBAI is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. RBAI will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body. If a candidate requests a review of marking, the Curriculum Vice Principal should be informed immediately.
2. RBAI will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the Centre's marking of the assessment.
3. RBAI will, having received a request for copies of materials, promptly make them available to the candidate.
4. RBAI will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. RBAI will provide a clear deadline for candidates to submit a request for a review of the Centre's marking. Requests will not be accepted after this deadline. Requests **must** be made in writing. When a request is made, the Head of Department should immediately inform the Curriculum Vice Principal.
6. RBAI will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
7. RBAI will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
8. RBAI will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the Centre.
9. RBAI will inform the candidate in writing of the outcome of the review of the Centre's marking.
10. The outcome of the review of the Centre's marking will be made known to the Head of Centre – the Principal. A written record of the review will be kept and made available to the awarding body upon request.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

## **Appendix 2**

### **Authentication**

Candidates may appeal the decision of a teacher to not sign the authentication statement.

1. Appeals must be made in writing by the parent before the submission date to the awarding body.
2. Any appeals should be communicated immediately to the Curriculum Vice-Principal and in turn the Head of Centre.
3. A review of the submitted work will be carried out by the relevant Department. The results of this review will be given to the Curriculum Vice-Principal.
4. Should a third party be required for verification or other purposes, this will be organised by the Curriculum Vice-Principal.
5. The candidate may submit his evidence of authentication to the Curriculum Vice-Principal.
6. A meeting of relevant stakeholders will be convened, by the Curriculum Vice-Principal, to explain the findings.
7. Should the teacher's decision to not sign the authentication statement be upheld then the JCQ/ M1 Suspected candidate malpractice form will be completed and sent to the awarding body.

The above procedure will also apply if a pupil wants to appeal their coursework mark at KS4/KS5.